

**Employee Name:**

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS  
NAPA STATE HOSPITAL**

<b>JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL) (PROCUREMENT)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under supervision, perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments.

50%      Assists Budget/Contract Managers with departmental needs and ensures commodities purchased meet all guidelines set forth by governing rules and regulations. Acts as liaison between program management, supervisors, and Financial Services.

Ensures specifications are within Department of General Services (DGS) guidelines and incorporates Small Business/Micro Business and Disabled Veteran Business Enterprises (SB/MB/DVBE) activity.

Consults with management and employees regarding procurement issues/process, including training as needed. Attends procurement related classes to ensure compliance with DGS requirements.

Presents findings to Business Service Officer III and procurement staff, and dissemination to appropriate areas.

Ensures appropriateness of funding strip, vendor information via CALSTARS, Budget Management's approval and procurement approach on purchase documents and amendments for the hospital.

Evaluates and assures that the hospital's purchases conform to all applicable SAM and PAM rules and regulations, policies of the hospital, department and governmental agencies as well as State Licensing and Joint Commissions standards. Verifies SB/MB/DVBE eligibility and California Seller's Permit requirements as mandated in Senate Bill 1009 via California Board of Equalization's database. Requests and provides justification to the Executive Director for all purchases made with vendors who do not possess a California Seller's Permit for review and approval of purchase as allowed in Senate Bill

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1009. Interfaces and assists vendors with SB/MB/DVBE and California Board of Equalization seller permit applications. Researches and locates SB/MB/DVBE bid opportunities for hospital-wide purchasing.

Meets with new vendors for possible bid opportunities and invites more bid participation with SB/MB/DVBE vendors.

30% Develops and maintains spreadsheets to capture expenditures on purchase contracts. Develops a tracking system to track all purchase contracts through the purchasing process, including the hospital's adherence to the Buy-Recycled Program, SB/MB/DVBE, and Drug Free compliance.

Inputs expenditures in the State Contracts Procurement Registration System (SCPRS).

Reviews and composes procurement related documents, forms, and purchase estimates for Department of State Hospitals (DSH) and/or DGS/PD.

Sets up and maintains procurement related files, supporting documents, stock receive reports, and other miscellaneous documents to provide justification for purchases.

Performs HQ Procurement Checklist for each purchase order executed by Napa State Hospital.

15% Interfaces with Contracts staff in learning aspects of the day-to-day procurement functions. Provides assistance and back up to Contracts staff in the completion of daily tasks or special projects to support the department's efficiency, as needed. Provides training on aspects of the day-to-day procurement functions to other personnel involved in Procurement and Contract operations.

5% Other related duties as required.

0 % **SITE SPECIFIC DUTIES**  
None.

0 % **TECHNICAL PROFICIENCY**  
None.

## **2. SUPERVISION RECEIVED**

The Staff Services Analyst (General) is under the supervision of the Business Service Officer III. The Associate Governmental Program Analysts for Procurement Division act as a lead to the Staff Services Analyst (General).

**3. SUPERVISION EXERCISED**

The Staff Services Analyst (General) does not exercise supervision.

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; governmental functions and organization.

**ABILITY TO:**

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

**5. REQUIRED COMPETENCIES**

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES**

None.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

None.

**6. LICENSE OR CERTIFICATION – NOT APPLICABLE**

**7. TRAINING - Training Category = D**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;

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- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Cindy Vang

Date

7-14-21

Supervisor Signature

Print Name

ML Cam

Date

7-8-21

Reviewing Supervisor  
Signature

Print Name

Date